

JOB DESCRIPTION

Maintenance/Sanitation Department Employee

Organization: Willacy County Navigation District / Port Mansfield Public Utility District

Department: Maintenance/Sanitation

Location: Port Mansfield, Texas

Employment Status: Full-Time

FLSA Status: Non-Exempt

POSITION SUMMARY

Under the general supervision of the Port Superintendent or designated foreman, the Maintenance/Sanitation Department Employee performs a variety of skilled and semi-skilled maintenance, sanitation, groundskeeping, and general labor duties. The employee assists with the operation, maintenance, repair, and cleanliness of District facilities, equipment, public areas, and sanitation-related operations.

Work may be performed outdoors in varying weather conditions and may require physical labor, the use of hand and power tools, and the operation of District vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Perform general maintenance and repair work on District buildings, facilities, grounds, equipment, and infrastructure.
- Assist with sanitation-related operations and the maintenance and cleanliness of public areas and District property.
- Perform grounds maintenance, including mowing, trimming, weed control, debris removal, and general cleanup.
- Collect and dispose of trash, debris, and other materials as assigned.
- Assist with repairs and maintenance of streets, drainage areas, facilities, equipment, and other District property.
- Operate hand tools, power tools, lawn equipment, and other equipment necessary to perform assigned duties.
- Assist with loading, unloading, moving, and transporting materials, supplies, and equipment.
- Operate District vehicles and equipment when properly trained and authorized.
- Conduct routine inspections of assigned equipment and report maintenance or repair needs.
- Maintain work areas, tools, vehicles, and equipment in a clean and orderly condition.

- Follow all applicable safety procedures and use required personal protective equipment.
- Assist other departments with maintenance, repair, emergency response, and special projects as needed.
- Respond to emergency situations and perform other duties outside of normal working hours when required.
- Perform other duties as assigned by the Port Superintendent or authorized supervisor.

MINIMUM QUALIFICATIONS

- High school diploma or GED preferred.
- Previous experience in general maintenance, construction, sanitation, landscaping, equipment operation, or a related field is preferred.
- Ability to safely operate hand tools, power tools, and basic maintenance equipment.
- Ability to follow verbal and written instructions.
- Ability to work independently and as part of a team.
- Ability to communicate effectively with supervisors, coworkers, and the public.
- Ability to maintain a dependable attendance record.

LICENSES AND REQUIREMENTS

- Valid Texas driver's license required.
- Must be insurable under the District's vehicle insurance policy.
- Must be able to successfully complete any required pre-employment screening and background requirements.

PHYSICAL REQUIREMENTS

The employee must be able to perform physically demanding work, including:

- **Frequently lifting and carrying materials, tools, equipment, and supplies weighing up to 50 pounds.**
- Occasionally moving heavier materials or equipment with the use of mechanical equipment or assistance from other employees.
- Frequent standing, walking, bending, kneeling, stooping, crouching, climbing, and reaching.
- Performing manual labor and repetitive physical activities for extended periods of time.
- Working outdoors in hot, cold, wet, humid, and other adverse weather conditions.

- Working around machinery, equipment, vehicles, tools, and sanitation-related materials.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

WORKING CONDITIONS

This position involves regular outdoor work and exposure to changing weather conditions. The employee may be exposed to dust, noise, moving equipment, traffic, odors, and other conditions associated with maintenance and sanitation operations. The employee may occasionally be required to work overtime, weekends, holidays, or respond to emergencies.

OTHER INFORMATION

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties and responsibilities may be modified or assigned as operational needs require.

Willacy County Navigation District and Port Mansfield Public Utility District are Equal Opportunity Employers.